

Juvenile Intake and Assessment System Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>STAFF</b>	<b>STANDARD NO.</b>  <b>JIAS-02-103</b>
	<b>SUBJECT:</b>  <b>ORIENTATION FOR EMPLOYEES</b>	<b>PAGE: 1 of 1</b>
<b>REFERENCES: None.</b>		<b>DATE ADOPTED: 2-5-2015</b> <b>DATE REVIEWED: 2-4-2015</b>

**STANDARD:** Written policy, procedure and practice shall provide that orientation for all staff and volunteers be completed prior to any independent job assignment(s). Orientation for employees shall be documented on form KDOC-JS-JIAS-001, or a locally approved equivalent form. The new employee and supervisor completing each item shall initial and date the orientation checklist to signify completion. The form KDOC-JS-JIAS-001 shall be filed in the employee's personnel file upon completion. Orientation topics shall include, but not be limited to:

- Overview of Child Welfare and Juvenile Justice systems and processes
- The statutes and regulations pertaining to Juvenile Offender and Child In Need of Care (CINC) Code
- KDOC IT Security Awareness Training
- Juvenile Justice Intake and Assessment Management System (JJAMS)
- Screening instrument(s) used by intake
- Review of personnel and Intake and Assessment policies and procedures
- Work place diversity
- Cultural diversity
- Confidentiality of juvenile records
- Staff work place, field safety and security issues
- Recognition, signs and symptoms of child abuse
- Recognition, signs and symptoms of suicide
- Conflict resolution
- Universal precautions
- Mandated reporting
- Sexual harassment
- Opportunity for job shadowing
- Knowledge of available community resources
- Evidence-based approaches

**DISCUSSION:** Upon completion of the KDOC IT Security Awareness Training, the Security Awareness Training Acknowledgment form must be signed and retained in the employees personnel file for a minimum of three years.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for the intake and assessment program operating through the board of county commissioners and their employees/contractors and youth participating in the intake and assessment process. They are not intended to establish state created liberty interests for the intake and assessment program or the board of county commissioners, or their employees/contractors, or youth, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to intake and assessment programs operating through the board of county commissioners or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.